



Job Announcement

<http://mdcourts.gov>

TTY/D use Maryland Relay Service

Opening Date:	August 15, 2013	Closing Date:	August 29, 2013
Job Title:	Judiciary Clerk II - Criminal	Position Type:	Regular Full Time
PIN:	084638	FLSA Status:	Non-Exempt
Location:	Circuit Court for Cecil County Elkton, Maryland	Grade/Entry Salary:	J06 \$29,278 - 34,691
		Financial Disclosure:	No

Regular State employees subject to promotion/demotion policy

Essential Functions: Prepare new criminal case files by reviewing pleadings, indictments, non-support or other relevant information as well as processes jury prayers. Processes indictments, informations, and non-support criminal cases through UCS. Types initial docket entry for hearings, pleadings and motions as well as establishes and maintains case file folder for the documents. Assists the public, court personnel and attorneys by providing information about the status of cases or Clerk's office procedures, both at the counter and by telephone. Assess, collect and process court invoices, receipts, and filing. Frequently use computer systems including Uniform Case System, Word Perfect, MS Word and JIS Mainframe. Prepare hearing notes, releases and commitments. Performs other clerical duties as assigned.

Education: High School Diploma or GED.

Experience: Two years of clerical experience to include:

A) One year of experience working in a trial or appellate court, or

B) One year of experience in the fields of criminal justice, parole and probation, legal, or other related fields where knowledge of court procedures, rules, regulations, court and legal terminology is acquired.

Notes: Applicants may substitute education in any field from an accredited college or university for up to two years of the required clerical experience at the rate of thirty semester credit hours for each year of experience. In addition, applicants may substitute education in criminal justice, paralegal, or judicial studies from an accredited college or university for the required court experience at the rate of thirty semester credit hours for each year of experience.

Skills/Abilities: Ability to learn and apply relevant job-related procedures and terminology in order to define problems, collect data, establish facts, and draw valid conclusions. Proficient computer and typing skills. Ability to accurately process money through accounting/cash register system. Ability to use specific software applications to include Microsoft Word or WordPerfect as well as the ability to learn and use specific court related applications. Strong interpersonal and customer service skills. Ability to effectively communicate and interact with attorneys, legal staff and with the public, both in person and over the telephone. Ability to set priorities and simultaneously process multiple duties and responsibilities. Ability to perform all the essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title, PIN, and location. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

ATTN: Derrick Lowe, Clerk of Court
Circuit Court for Cecil County
129 East Main St., Room 108
Elkton, MD 21921-5971

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Applicants must be United States citizens or eligible to work in the United States.